

Instruction for tutors supervising at the test location

When there is no e-supervisor present 20 minutes prior the start of the digital test, please call 030-2532836.

- **Approve:** as a tutor it is your task to permit students to start their tests. Instructions on how to approve are outlined on the next page.
- **Security:** when students have started their tests, the Activity Overview shows the names of students who have started. You also find information on which student is working on which Chromebook (all the Chromebooks are labelled with a number and a character). When, for example, on your screen you see that [First name, Surname] signed in on Chromebook “X13” but somebody else is working on that device, then probably something is wrong. Below the difference is displayed between a student working on a Chromebook and a student working on an different device (an IP address is displayed).

Status	Name	Summary	Computer name
Finished	VoornaamStud01 van AchternaamStud...	Finished	x13.toets.uu.nl
Finished	VoornaamStud03 van AchternaamStud...	Finished	145.107.145.218

- **Identity check:** When a student logs in to Remindo, their digital identity (log in with solis-id) won't be compared to the actual person that is sitting behind the Chromebook. Therefore, an identity check by a teacher or teacher assistant will remain necessary even if the exam is taken digitally.
- **Incidents:** during the test E-Supervisors ('e-surveillanten') are present at the test location for technical assistance. They set up the Chromebooks for the test and remove the Chromebooks afterwards. It is their task to solve technical incidents concerning Chromebooks and RemindoTests. In case e-supervisors cannot solve the technical incident themselves, they follow an incident process which can be found on the Chromebook trolley. E-supervisors do not substitute regular supervisors (teachers and teacher assistants).
Please note: In the most ideal situation the e-supervisor(s) start(s) with preparing the exam room an hour prior to the start of an exam. **In some cases the** e-supervisor cannot start an hour prior to the exam due to a written exam that takes place before the digital exam. When there is no e-supervisor present 20 minutes prior to the start of the digital test, please call 030-2532836.

Digitally permitting students to start their tests

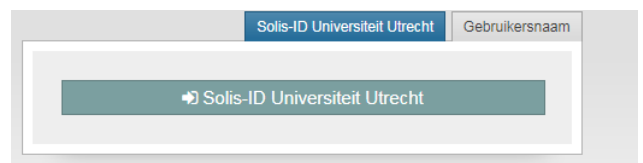
In order to digitally permit students to start their tests, you need to be logged in to Remindo. To do this, you can use your own device or a Chromebook available in the test room.

Logging in to your own device

- Log in to uu.remindotoets.nl using your solis-id and password.

Logging in to a Chromebook

- When starting up a Chromebook, the KioskApp appears. Click the 'Universiteit Utrecht' tab.
- You arrive at the RemindoToets login screen. Login with your solis-id and password:

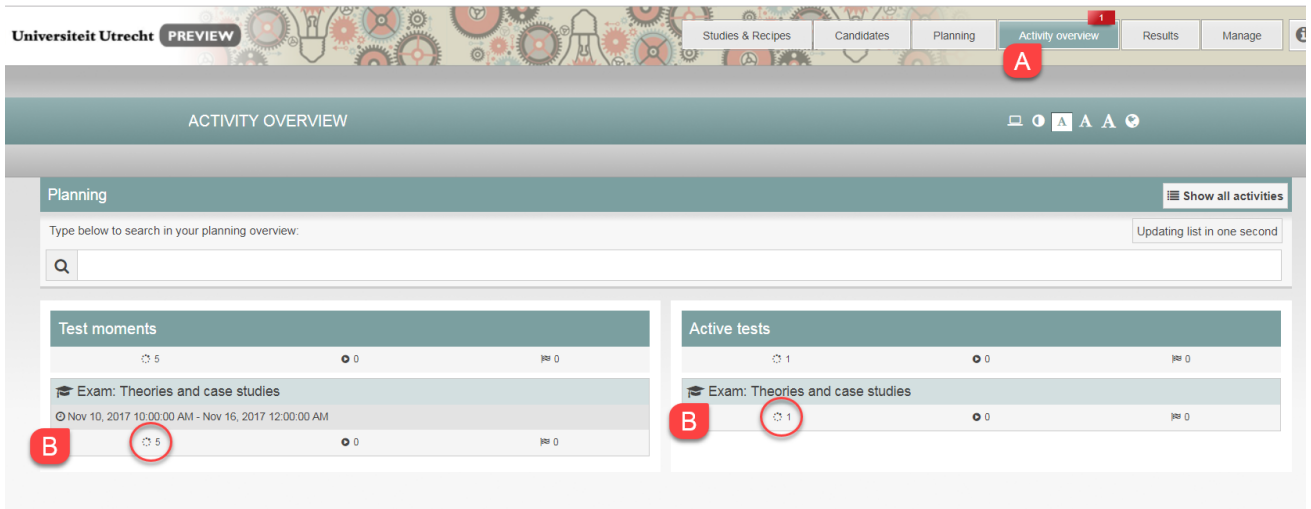


When logged in, please follow the steps below:

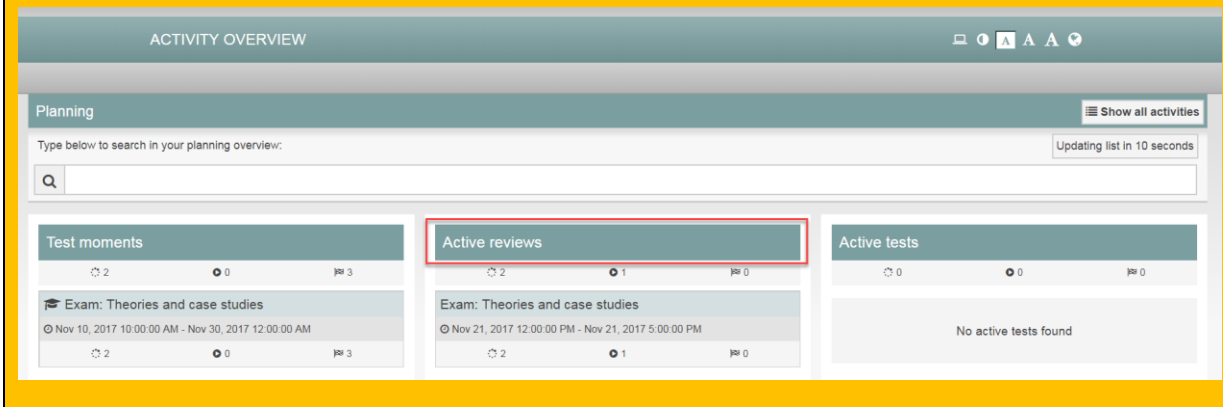
Step 1) Click the tab 'Activity Overview' on top of your screen (see picture below, step A) subsequently click the test you want to approve under 'Test moments' (B, left) or under 'Active tests' (B, right).

Under 'Test moments' the test is shown with the total number of students that is signed up for the test (in the case below, 5 students). Under 'Active tests' the test is shown as well, but here it shows the number of students that has asked for approval to start with the test (in the case below, 1 student)

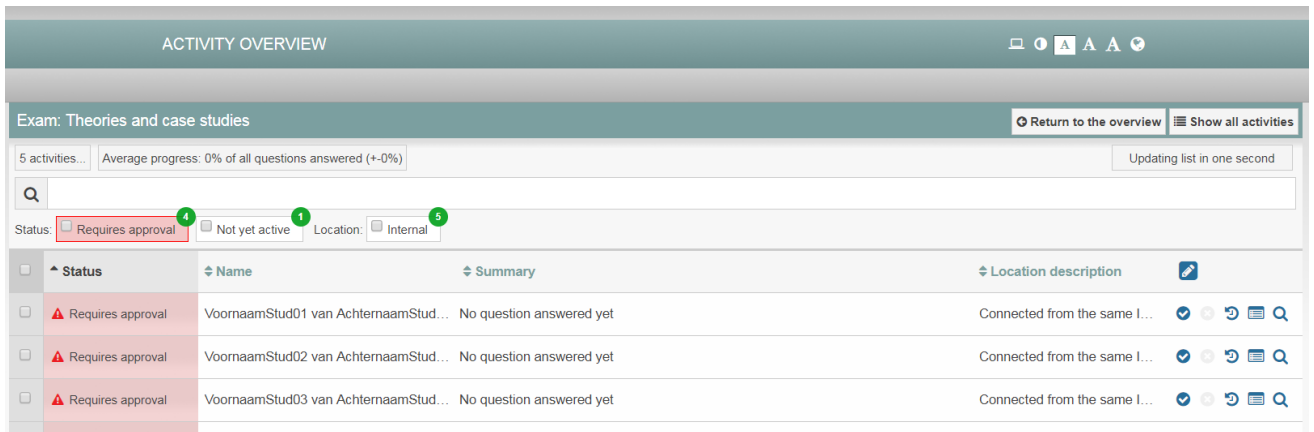
To keep track of new requests for approval, a notification (red square) appears at the Activity Overview tab (A).



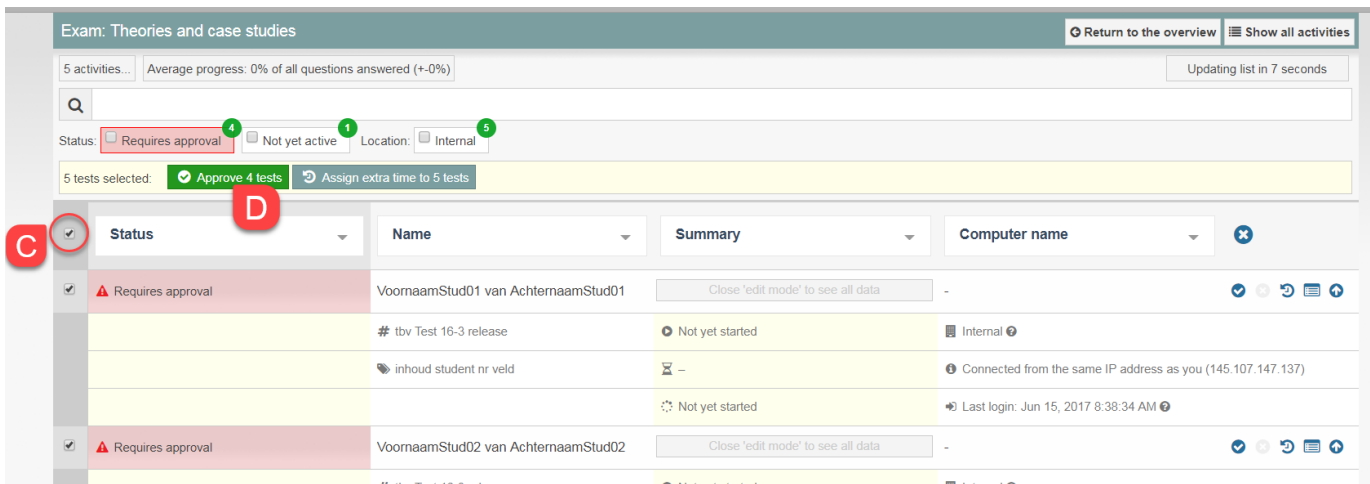
Note! If you want to approve students to start with a review moment (review of their exam) you will see three columns in the Activity Overview instead of two (see picture below). Click the test under 'Active Reviews'.



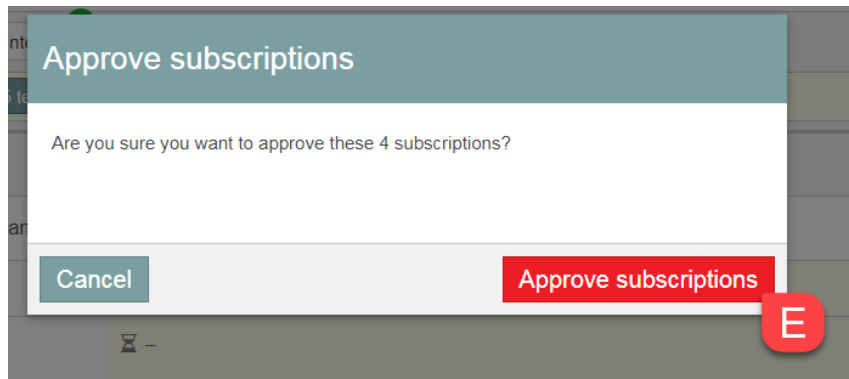
Step 2) In the Activity Overview, students' requests for permission appear.



Select all students (C) and click 'Approve ... tests' (D) to digitally permit all students to start their tests. In this way they all start at the same time.

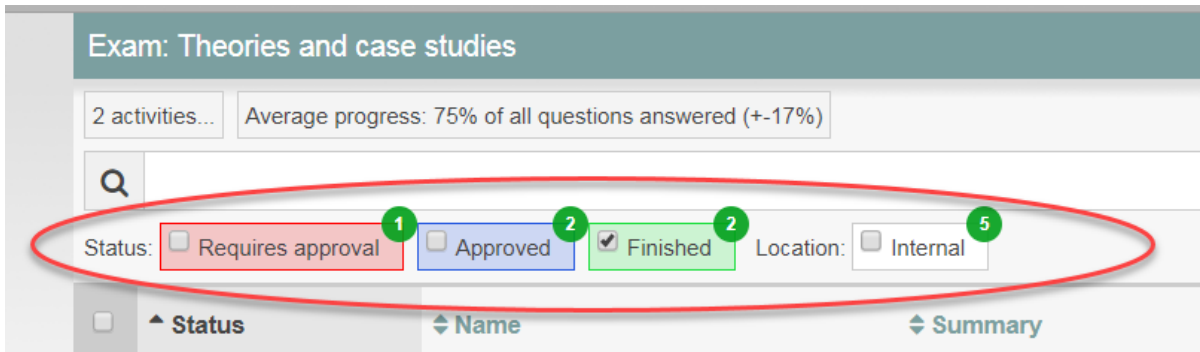


Step 3) Remindo asks for a confirmation. Click 'Approve subscriptions' (E).



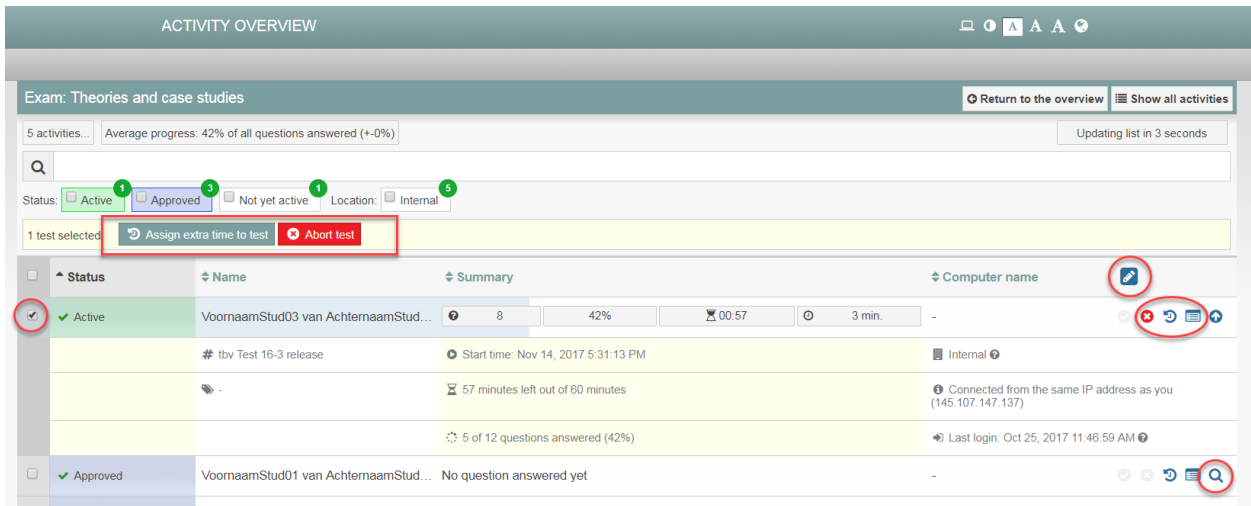
The Activity Overview of the test shows: students who are waiting for approval, students who are taking the test, and students who have finished the test.

- If you only want to show students who are waiting for approval, select the filter 'Requires approval'.
- If you only want to show students who are taking the test, select the filter 'Approved'.
- If you only want to show students who are finished with the test, select the filter 'Finished'.

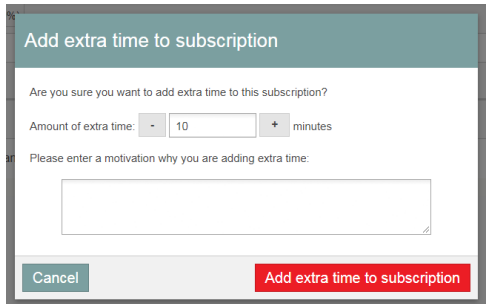
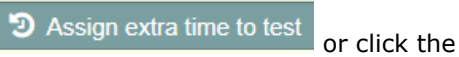


Options during the test:



Below, the most important buttons and symbols in the Activity Overview are explained. The explained buttons and symbols are marked in the following picture.

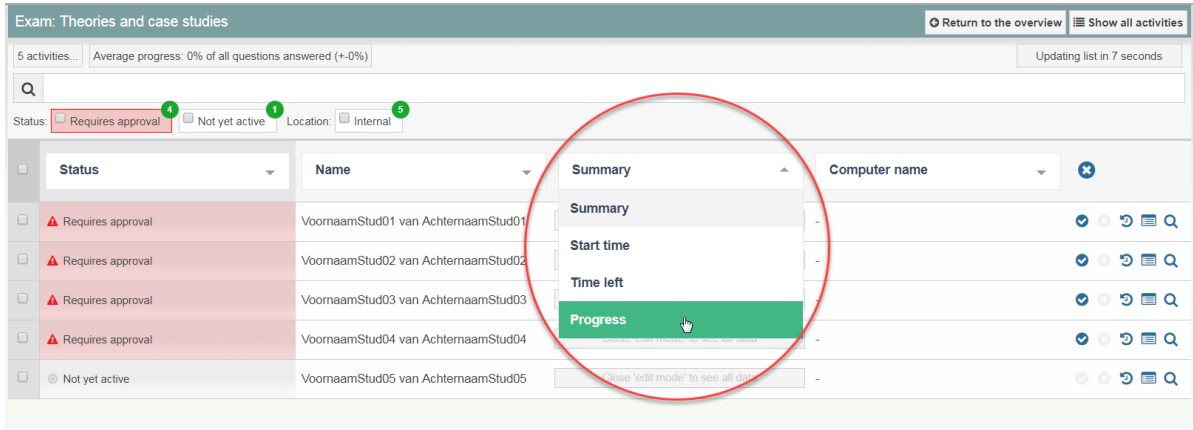


- **Show student details:** It's possible to show more information of a student by selecting the student () or by clicking the magnifying glass ().
- **Abort Test:** only click the red button or the red cross () if you have a good reason to do so. A test that has been aborted, can't be restarted again.
- **Assign extra time:** click the dark green button or click the clock symbol () to assign extra time to a student. The pop-up screen shown below will appear.



Note: If you select all students, it's possible to assign extra time to all students at once.

- **Activity Log:** if you open the Activity Log () you will see: the time the student logged in on Remindo, the time the student was approved to start with the test, and the time the student started with the test.
Note! If you select all students, it's possible to assign extra time to all students at the same time.
- **Progress of the test:** the grey bar behind the student's name displays the student's progress
- **Changing the displayed information in the columns:** With the pen symbol () it's possible to choose what information will be displayed in each column. You can switch between options in the drop-down-menu. By changing the displayed information, you don't change anything in the test itself.



The screenshot shows the 'Exam: Theories and case studies' interface. At the top, there are buttons for 'Return to the overview' and 'Show all activities'. Below that, a search bar and a status filter are visible. The main area is a table with columns: Status, Name, Summary, and Computer name. The 'Summary' column is currently set to 'Summary', but a dropdown menu is open, showing options: Summary, Start time, Time left, and Progress. The 'Progress' option is highlighted in green. The table contains five rows of student data, with the first four rows having a status of 'Requires approval' and the last row having a status of 'Not yet active'.

Status	Name	Summary	Computer name
Requires approval	VoornaamStud01 van AchternaamStud01	Summary	-
Requires approval	VoornaamStud02 van AchternaamStud02	Summary	-
Requires approval	VoornaamStud03 van AchternaamStud03	Summary	-
Requires approval	VoornaamStud04 van AchternaamStud04	Summary	-
Not yet active	VoornaamStud05 van AchternaamStud05	Summary	-

Good luck with the test!